

STATE PROCUREMENT OFFICE REQUEST FOR AN ALTERNATIVE PROCUREMENT

TO: Chief Procurement Officer

FROM:

Name of Requesting Department

Provide the following information about the procurement:

1. Title of the Solicitation:							
2. Solicitation	No.:	3. Date of Notice:	4. Offer Due Date:	5. Term of Contract:		6. Number of BAFO	
		SE	LECT AND COMPLE	TE #7, #8 OR #9 BELO	W:		
7. Pursuant to HAR Section 3-122-35, Competitive Sealed Bidding (CSB), the Department requests approval to conduct alternative procurement for one of the following (select one and explain):							
There was one responsive and responsible bidder but the price was not fair and reasonable. Explain the situation and why there is not time for re-solicitation or why re-solicitation would not result in a successful procurement.							
Exp	anati	on:					
or							
☐ The it is wha	There were no bids received or there were no responsive and responsible bidders. Explain the situation and why it is neither practicable nor advantageous to re-solicit. In the explanation, provide the impact of time constraints, what competition exists, and whether the additional potential cost of preparing, soliciting and evaluating competitive sealed bids is expected to exceed the benefits normally associated with the solications.						
Exp	anati	on:					

8. Pursuant to HAR Section 3-122-59, Competitive Sealed Proposals (CSP), the Department requests approval to conduct alternative procurement for one of the following (select one and explain):						
	There was one responsible offeror but the price was not fair and reasonable. Explain the situation and why there is no time for re-solicitation or why re-solicitation would not result in a successful procurement.					
	Explanation:					
or						
	There were no proposals received or there were no responsible offerors submitting acceptable proposals. Explain the situation and why it is neither practicable nor advantageous to re-solicit. In the explanation, provide the impact of time constraints, what competition exists, and whether the additional potential cost of preparing, soliciting and evaluating competitive sealed proposals is expected to exceed the benefits normally associated with the solicitations.					
	Explanation:					
	nt to HAR Section 3-122-66 Professional Services, the Department requests approval to conduct alternative ent as follows:					
	There were less than three names submitted. Explain the situation. What process will be followed as part of the alternative procurement process? In the explanation, include why there is no time for re-solicitation or why the additional potential cost of preparing, soliciting and evaluating responses is expected to exceed the benefits normally associated with the solicitations.					
	Explanation:					
or	There were no names submitted. Explain the situation and why it is neither practicable nor advantageous to re- solicit for statements of qualifications and expressions of interest. In the explanation, provide whether the additional potential cost of resoliciting requests for qualifications is expected to exceed the benefits normally associated with the solicitation process.					
	Explanation:					

10. Proposed length	11. Explain the process that will be followed in the alternative procurement, i.e. direct negotiations,
of contract period:	etc.

12. Identify the primary individual(s) who is knowledgeable about this request, who will conduct and manage this process; and has 1) appropriate written delegated procurement authority; 2) completed mandatory training for the procurement method; and 3) who SPO may contact for follow up inquiry, if any.

(Type over "example" and delete cells not used.)

Department Personnel Name	Division/Agency	Phone Number	E-mail Address
example: John Doe	НРНА		
example: Jane Doe	HTDC		

All requirements/approvals and internal controls for this expenditure is the responsibility of the department. I certify that the information provided is to the best of my knowledge, true and correct.

Department Head Signature

Date

For Chief Procurement Officer Use Only

Chief Procurement Officer (CPO) Commer

Approved

Disapproved No Action Required

Chief Procurement Officer Signature

Date